

SECRET

5 NOV 1971

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Special Report to Executive Director-Comptroller  
from Records Management Board (RMB)

REFERENCE : Memorandum from Executive Director-Comptroller  
to Deputy Director for Support, dated  
1 July 1971, Subject: Records Storage  
Control Policy

1. The attached Records Management Board report is in response to paragraph 4 of referent memorandum. This is a reporting requirement we levied on ourselves as we were the authors of the Executive Director's memorandum. Our purpose was to get something from the Executive Director that would force the Directorates to zero in on the issues involved in this report (i.e., an Agency policy on "office of record" and storage of computer produced reports at [REDACTED].

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2. Unfortunately we were only partially successful. We have made considerable progress on the issue of converting computer printouts to microfilm for long term storage at [REDACTED]. However, we have a long way to go before we get directorate programs establishing "office of records" let alone an Agency policy and program. I think the conclusions reached by the Board on this subject is correct. It will do no good to ask the Executive Director to send out something to the Deputy Directors on this subject when we know in advance that they do not now have nor will they commit the resources needed to make significant progress on this complex and difficult problem.

3. Although I am not at all happy about the situation on "office of record" policy and procedures and the Board's action (or I should say "inaction") on this subject, I think this report should go forward to the Executive Director. If we were to tell him how bad it really is, we would only be opening up a Pandora's box and get new requirements that we simply cannot cope with.

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[REDACTED]

Chief, Support Services Staff

Attachment

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<b>TRANSMITTAL SLIP</b>		DATE
<b>TO:</b> Secretary, Records Management Board		
ROOM NO.	BUILDING	
702	Magazine	
REMARKS:		
<b>FROM:</b> O/DDS Registry		
ROOM NO.	BUILDING	EXTENSION
7D-18	Headquarters	

FORM NO. 241  
1 FEB 55  
REPLACES FORM 36-8  
WHICH MAY BE USED. (47)

<b>TRANSMITTAL SLIP</b>		DATE
11 November 1971		
<b>TO:</b> Board Members		
ROOM NO.	BUILDING	
REMARKS:		
Attached for your information are the Board Minutes and a copy of the Board report that the DDS sent forward today.		
Also, here is a copy of the Program for the Awards Luncheon at which [REDACTED] received AREA's Paperwork Management Award.		
<i>also copy of minutes &amp; report to [REDACTED]</i> 25X1A		
<b>FROM:</b> 25X1A		
ROOM NO.	BUILDING	EXTENSION
702	Magazine	240